



O. Beach  
EPCW

**MARINE CORPS EXCHANGE 0131**  
MARINE CORPS BASE  
CAMP LEJEUNE, NC 28542-5003

IN REPLY REFER TO:  
ExO 4500.2K  
MCEX-07  
15 Oct 87

EXCHANGE ORDER 4500.2K

From: Marine Corps Exchange Officer  
To: Distribution List

Subj: DISPOSITION OF UNSALEABLE MERCHANDISE

Ref: (a) MCO P4066.13E (MCX Man)

1. Purpose. To ensure unsaleable merchandise is disposed of in the proper manner as required by paragraphs 2306 and Chapter 5 of reference (a).

2. Cancellation. ExO 4500.2J.

3. General. Merchandise, including food products, that cannot be sold due to damage, missing parts, spoilage, etc. must be disposed of as soon as possible in a manner that is most advantageous to the Exchange. The following procedures will be adhered to for the survey of unsaleable items.

a. Unsaleable Merchandise in the following categories from Branch Exchanges and Retail Sections, Main Store will be listed on an aged merchandise report form (MCEF-85) and sent to the respective buyer for disposition.

Home Furnishings	Personal Leather Goods
Housewares	Luggage
Electronic and Musical Equipment	Hardware and Outdoor Living
Electrical Appliances	Cameras and Camera Equipment
Sporting Goods	Jewelry
Clothing	Shoes

b. Unsaleable and perishable merchandise located in Service Stations, Branch Exchanges and Retail Sections determined to be "for survey" by the Buyer/Merchandise Manager will be listed on MCX Form 438 and the cognizant manager/section head will arrange for survey by the Area Assistant Exchange Officer (where assigned) or by one of the individuals listed in paragraph 4 who will also sign the form certifying destruction.

c. Direct Delivery Merchandise that is unsaleable will normally be returned to the Direct Delivery Vendor (Routeman) for credit or exchange. Managers will ensure this merchandise does not accumulate.

d. Managers of food resale activities (snack bars, cafeteria, etc.) and the Food Prep Warehouse who have perishable products to be surveyed will contact the Food Services Director for disposition instructions.

e. Military Clothing Sales Store (MCSS) excess and unservicable uniform clothing will be disposed of in the following manner.

ExO 4500.2K  
15 Oct 87

(1) Form DD1348-1 will be prepared for all excess, unserviceable and mismatched uniform clothing in accordance with Chapter 5 of reference (a).

(2) The unserviceable uniform clothing will be delivered to Base Disposal, Building 906. The Disposal Office will acknowledge receipt of the items and a copy of the DD1348-1 Form will be attached to a Survey Sheet (MCX 438 Form) and be attached to the daily report submitted to the Accounting Section.

(3) Inferior or defective uniforms and accessories will be reported to the Marine Corps Exchange Service Branch in accordance with paragraph 2306 of reference (a).

(4) Commercially procured Marine Corps uniforms or uniform accessories that become obsolete as a result of action of the Commandant of the Marine Corps shall be removed from sale and a claim for reimbursement submitted to the Custodian, Marine Corps Exchange Fund in accordance with paragraph 2306 of reference (a).

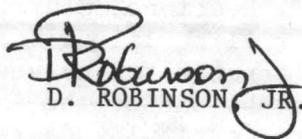
4. Certifying of Surveys. Personnel filling the following billets are authorized to survey unsaleable items and certify destruction: (Contact the Operations Chief when difficulty is encountered in getting unsaleable items surveyed)

Area Assistant Exchange Officers	AMCXO (Operations)
Assistant Food Director	Inspectors
Security Manager	Buyers

5. Action

a. Managers will ensure merchandise and perishable products are surveyed in accordance with this Order. Contact the Operations Chief if there are any questions as to the proper survey procedures.

b. The Merchandise Director, Automotive Services Director, Food Services Director and Manager, MCSS will ensure unsaleable merchandise/perishable products are processed in a timely manner.

  
D. ROBINSON JR.

DISTRIBUTION: A

Copy to:

Area Assistant Exchange Officers  
Internal Audit Team #2, Box 136, Tarawa Terrace, NC 28543  
AFGE, Local 2065, P. O. Box 251, Jacksonville, NC 28540